



Department of Energy

**Environmental Management
Consolidated Business Center
250 East 5th Street, Suite 500
Cincinnati, Ohio 45202
(513) 246-0500**

August 14, 2015

EMCBC-00885-15

To: Interested Small Business Contractors

ENVIRONMENTAL MANAGEMENT (EM) HEADQUARTERS (HQ) INFORMATION TECHNOLOGY (IT) SERVICES DRAFT REQUEST FOR PROPOSAL NOTICE

This letter hereby requests review and comment from interested parties of the Draft Request for Proposal (RFP) No. DE-SOL-0007872 pertaining to the Environmental Management (EM) Headquarters (HQ) Information Technology (IT) Services procurement. The Draft RFP is being issued for informational purposes only to assist the Department of Energy (DOE) in developing a Final RFP for this procurement.

PLEASE NOTE: The EM HQ IT Services procurement will be conducted as a set-aside for small businesses that do not exceed the small business size standard of \$32.5M (annual receipts) under NAICS code 518210, *Data Processing, Hosting, and Related Services*.

DOE is not requesting proposals at this time, and interested parties shall not submit proposals in response to the Draft RFP. DOE will not evaluate any proposals received in response to the Draft RFP. Proposals shall be submitted only in response to the Final RFP, which will be released at a later date.

DOE hereby invites all interested parties to thoroughly examine the Draft RFP and the accompanying website in their entirety and to submit comments, questions, suggested changes, and feedback in writing to LeAnn Brock at leann.brock@emcbc.doe.gov. The Draft RFP is subject to change in the development of the Final RFP as a result of DOE's consideration of the comments received from interested parties in response to the Draft RFP. In particular, DOE is seeking feedback from interested parties on the following:

1. Does the Draft RFP contain any potential restrictive barriers to competition? Do barriers exist (DOE-imposed or otherwise) that would hinder your firm from participating in this acquisition? If so, please identify.
2. What are the important discriminating factors for the Evaluation Factors that DOE should consider in making this contractor selection?


3. Are the Section B Contract Line Item Number (CLIN) pricing structure and Section L pricing instructions clear? If not, what is unclear and how can these sections be improved?
4. Is the Section C PWS requirement description sufficiently clear to provide the firm-fixed-price EM HQ IT Services requirements? If not, identify what is unclear and how it can be improved.
5. Do the Draft RFP and the procurement website contain all of the information needed to reasonably prepare a proposal for the firm-fixed-price work detailed in Section C of the Draft RFP? If not, what additional information is needed to be able to submit a proposal?
6. Are the page limitations included in Section L of the Draft RFP for the Technical Proposal (Volume II) sufficient? If not, please provide input.
7. Do you have any additional suggestions?

In addition to requesting that interested parties review the Draft RFP and provide feedback, DOE requests that interested parties review all of the information and/or documentation available on the EM HQ IT Services procurement website and identify any additional reference documentation or information that would facilitate the preparation of proposals. Interested parties will have until 3:00pm EST, August 28, 2015, to submit comments regarding the Draft RFP. Please provide comments in Microsoft Word in the table format provided (Enclosure 1), separated by Draft RFP section. DOE does not anticipate posting responses on the procurement website to any questions or comments pertaining to the Draft RFP; however, DOE will consider posting comments when preparing the Final RFP. Interested parties will be given the opportunity to submit questions and comments in writing for DOE response once the Final RFP is issued.

This requirement is for providing ongoing services in support of the DOE EM program mission. Specifically for providing a wide range of IT services required by EM HQ and the EM Consolidated Business Center in Cincinnati, OH, in support of the EM field sites. The objective of this acquisition is to fulfill DOE's requirement for the continuation of services providing assistance with technical and administrative support for IT Capital Planning, IT Strategic Planning and Architecture, IT Mission Systems Support, IT Cyber Security, EM Consolidated Business Center support, Records Management, Green IT, IT Services and Infrastructure, Program Strategic Initiatives, EM Correspondence Center Support, and EM Cloud Services,

In developing the Final RFP from the Draft RFP, DOE may consider some or all of the comments received from interested parties in response to the Draft RFP. After the Final RFP is issued and proposals are received in response to the Final RFP, DOE intends to award one contract on the basis of best value to the Government.

Sincerely,


LeAnn M. Brock
Contracting Officer

Enclosures:

1. Comment Table Format
2. Draft RFP DE-SOL-0007872 (see Draft RFP Tab on EMCBC website)

cc electronic w/o enclosure:

Mike Kaszyca, EMCBC

Jodi Gordon, EMCBC

Comment Table for Draft Request for Proposal (RFP) No. DE-SOL-0007872**EM HQ IT Services**

No.	RFP Section/Sub Section	Subject Title	Page Number	Comment/Question
N/A	L.35(b)	N/A	L-25	Example of annotating section and page.
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